



# Department of Defense DIRECTIVE

NUMBER 1304.12

June 22, 1993

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ASD(FM&P)

SUBJECT: DoD Military Personnel Accession Testing Programs

References: (a) DoD Directive 1304.12, "Armed Forces High School Recruiting and Testing Program," December 4, 1972 (hereby canceled)  
(b) DoD 5025.1-M, "DoD Directives System Procedures," December 1990, authorized by [DoD Directive 5025.1](#), December 23, 1988

## 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a).

1.2. Updates policy and responsibilities for the Active and Reserve components of the Military Services on:

1.2.1. The DoD Enlistment Testing Program.

1.2.2. The DoD Student Testing Program.

1.2.3. The DoD In-Service Testing Program.

1.2.4. The DoD Overseas Testing Program.

1.2.5. Use of a common aptitude test, the Armed Services Vocational Aptitude Battery (ASVAB), for paragraphs 1.2.1. through 1.2.4., above.

1.3. Assigns responsibilities for:

1.3.1. The research, preparation, printing, and maintenance of the ASVAB.

1.3.2. Test control and administration.

1.3.3. Test scoring.

1.3.4. Maintenance and distribution of enlistment processing records and test scores.

1.3.5. Investigation of test irregularities.

1.4. Defines responsibilities of the Manpower Accession Policy Working Group and the Manpower Accession Policy Steering Committee on resolving test development, implementation, and maintenance problems, and making policy recommendations in these areas to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)).

1.5. Designates the Secretary of the Army as the DoD Executive Agent with fiscal, administrative, and management support responsibility for the DoD Enlistment, Student, and Overseas Testing Programs.

1.6. Designates the Defense Logistics Agency as the Executive Agent for the Defense Manpower Data Center (DMDC) in support of ASVAB research and development.

1.7. Authorizes the publication of a DoD 1304.12-L series, consistent with DoD 5025.1-M (reference (b)).

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components), the Coast Guard by agreement with the Department of Transportation when it is not operating as a Service within the Department of the Navy, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

## 3. POLICY

The ASVAB is the only aptitude test battery authorized for determining enlistment

eligibility. The following policies apply to the use of the ASVAB in the DoD military personnel accession testing programs:

3.1. DoD Enlistment Testing Program

3.1.1. The purpose of the DoD Enlistment Testing Program is to provide an applicant's sponsoring recruiting Service with aptitude test results. The sponsoring recruiting Service shall then determine the applicant's eligibility for enlistment.

3.1.2. Except as provided for in paragraph 3.4.4., below, enlistment tests shall be administered by the U.S. Military Entrance Processing Command (USMEPCOM) or by other organizations designated by the Secretary of the Army, as Executive Agent for USMEPCOM. The ASVAB shall be administered at Military Entrance Processing Stations (MEPSs) and at Mobile Examining Team (MET) sites assigned to the MEPSs.

3.1.3. Except as provided for in paragraph 3.4.4., below, all nonprior Service applicants shall be tested by the USMEPCOM unless:

3.1.3.1. They have valid ASVAB scores received as a result of being tested in the DoD Student Testing Program; or

3.1.3.2. They have taken the enlistment test within the previous 2-year time period and possess valid test scores.

3.1.4. Enlistment eligibility established by the test shall be valid for a period not to exceed 2 years from the date of test administration. If an individual takes the test more than once, the last full set of valid test scores are the scores of record. Only scores of record can be used for enlistment processing purposes.

3.1.5. Voluntary enlistment retesting is authorized 1 month after the first test and at 6-month intervals thereafter.

3.1.6. The USMEPCOM shall administer specialized tests as required by the Military Services and approved by the ASD(FM&P).

3.1.7. Requests for applicant test scores shall be reviewed and approved by the Office of the Assistant Secretary of Defense (Force Management and Personnel) (OASD(FM&P)) except for test score data routinely provided to applicants, the Military Services, and the DMDC.

### 3.2. DoD Student Testing Program

3.2.1. The purposes of the DoD Student Testing Program are to:

3.2.1.1. Provide the Military Services with access to the high school market and recruiters with prequalified recruiting leads.

3.2.1.2. Gain access to the high-quality high school market for recruiters.

3.2.2. The student ASVAB shall be offered primarily to high school juniors and seniors, and post-secondary school students; however, high school sophomores are also eligible to take the test. The ASVAB shall not be administered to students below the tenth grade.

3.2.3. Students enrolled in high schools shall:

3.2.3.1. Be encouraged by recruiters to stay in school and graduate.

3.2.3.2. Not be accepted for active duty enlistment without prior notice to the school.

3.2.3.3. If they enlist before 18 years of age, be required to provide parental consent, unless they provide proof of emancipation.

3.2.4. School officials shall be provided:

3.2.4.1. Information on the value of the ASVAB as a measure of vocational aptitude.

3.2.4.2. Student test scores and school summary data.

3.2.4.3. Publications that assist counselors and students to understand the test results and use the results to explore the civilian and military worlds of work. School personnel shall be required to select the recruiting release option for their students.

3.2.5. Requests for student test scores shall be reviewed and approved by the Office of the Assistant Secretary of Defense (Force Management and Personnel (OASD(FM&P))), except for test score data routinely provided to students, schools, the Military Services, and the DMDC.

3.2.6. The Inter-Service Recruitment Committees (IRCs) shall develop program goals and plan contacts with school authorities for soliciting their participation in the DoD Student Testing Program or allowing military career program presentations. The assignment of schools and/or areas to individual Services for promotion and scheduling of the DoD Student Testing Program shall be in the same proportion as the Services' current fiscal year nonprior Service enlistment protections, or as agreed to by a local IRC.

3.2.7. Each student must sign a copy of the current Student Testing Program Privacy Act Statement before taking the test. Students refusing to sign the agreement shall be excused from the testing sessions.

3.2.8. Schools shall be encouraged to inform students of career opportunities available in the Military Services.

3.2.9. The ASVAB shall be administered in schools by USMEPCOM personnel or personnel authorized by Headquarters, Department of the Army. Military recruiting personnel may not administer, distribute, or collect tests or test answer sheets. Schools shall be encouraged to provide proctors during ASVAB testing. Recruiting personnel, with the local MEPS commander's authorization, may also proctor test sessions. However, in each room where recruiters are used as proctors, a USMEPCOM-authorized test administrator must be present. HQ, USMEPCOM may, as an exception to policy, grant approval for recruiter assistance in administering large student testing sessions.

3.2.10. Based on the recruiter release option selected by each school, the USMEPCOM shall concurrently provide the Services with aptitude scores for the juniors, seniors, and post-secondary students tested.

3.2.11. Applicants with current (within 2 years of testing date) student ASVAB qualifying scores shall not be required to retest for enlistment; however, those holding valid scores may voluntarily retest at a MEPS or MET site if allowable under retest policies. Applicants may be required to take additional special tests required to determine eligibility for training and assignment opportunities.

3.2.12. Each Recruiting Service shall establish its own goals for the DoD Student Testing Program and provide this information to HQ, USMEPCOM. The achievement of these goals is a Service responsibility.

3.2.13. The Reserve components of the Services shall be encouraged to

participate in the DoD Student Testing Program.

3.2.14. Service recruiters may not administer Service-unique tests and/or instruments in high schools or post-secondary schools.

### 3.3. DoD In-Service Testing Program

3.3.1. The purpose of the DoD In-Service Testing Program is to provide aptitude tests to the Services for use in retesting Service members.

3.3.2. The Manpower Accession Policy Working Group shall provide the Services with a minimum of two forms of the Armed Forces Classification Test (AFCT) for use in Service-specific retesting programs.

3.3.3. To ensure ASVAB security, only Service-designated test control officers, test administrators, and test examiners shall handle AFCT materials.

3.3.4. The Services shall be responsible for printing and reprinting all In-Service testing materials.

### 3.4. DoD Overseas Testing Program

3.4.1. The purpose of the DoD Overseas Testing Program is to provide an opportunity to test military applicants and Department of Defense Dependents Schools' (DoDDS) students overseas with the ASVAB, provide the Services with prequalified recruiting leads, and provide the DoDDS with a testing program that is useful for career guidance and counseling purposes.

3.4.2. The Military Services are responsible for operation of the overseas testing program, except for U.S. Territories, which are the responsibility of the USMEPCOM.

3.4.3. To ensure ASVAB security, only Service-designated, overseas test control officers, test administrators, and test examiners shall handle ASVAB test materials.

3.4.4. The Military Services are responsible for testing applicants and DoDDS students and for sending testing and enlistment processing documents to the USMEPCOM for entry into the DoD computerized student and applicant data bases.

3.4.5. In overseas student ASVAB sessions, military recruiters have

responsibility for coordinating, scheduling, and providing proctor support, in conjunction with the school. Military recruiters shall not handle, distribute, or collect test materials.

3.4.6. Upon receipt of appropriate student test session materials from overseas testing personnel, the USMEPCOM is responsible for scoring the tests and forwarding the ASVAB results and/or products to the DoDDS; scores also shall be provided to the Military Services.

3.4.7. The USMEPCOM is responsible for providing training, as required, to overseas Service test administration personnel, recruiters, and DoDDS guidance counselors.

3.4.8. The USMEPCOM is responsible for reporting overseas test scores and accession data, and documenting problems, when identified, to the OASD(FM&P) and the Services.

#### 4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Force Management and Personnel) shall set policy on military personnel accession testing, as follows:

4.1.1. The DMDC shall:

4.1.1.1. Have responsibility for ASVAB research and development (R&D). The DMDC is assigned overall responsibility for R&D, calibration, and quality control for the ASVAB testing programs, consistent with general policies established by the ASD(FM&P).

4.1.1.2. Serve as lead organization for ASVAB R&D, in coordination with personnel research activities of the Services.

4.1.1.3. Plan, program, budget, and finance ASVAB-related research.

4.1.1.4. Prepare three categories of materials for Enlistment, Student, and In-Service Testing Programs. These materials include:

4.1.1.4.1. Test materials, such as, test booklets, scoring keys, and administration manuals.

4.1.1.4.2. Counseling materials, such as, the ASVAB Workbook and Counselor's Manual.

4.1.1.4.3. Training aids (Recruiter's Guide, Education Services Specialist Handbook, etc.).

(The DMDC will provide print-ready copies of these materials to the Agency responsible for printing. R&D responsibility for Joint-Service aptitude tests, prepared by other Agencies for use in the enlistment testing program, shall be transferred to the DMDC when the tests become fully operational; e.g., Computerized Adaptive Test-AS-VAB (CAT-ASVAB).)

4.2. The Secretary of the Army, as the DoD Executive Agent for the USMEPCOM, has fiscal, administrative, and management support responsibilities for the DoD Enlistment, Student, and Overseas Testing Programs, consistent with policies established by the ASD(FM&P), and shall:

4.2.1. Provide resources required to establish, equip, and maintain the USMEPCOM units. This shall be done in coordination with the Military Services, and, for matters related to assignment of Reserve component personnel to the USMEPCOM units, with the Office of the Assistant Secretary of Defense (Reserve Affairs).

4.2.2. Program, budget, and fund for all USMEPCOM operations.

4.2.3. Provide required civilian authorizations and staffing.

4.2.4. Administer the DoD Enlistment and Student Testing Programs, except for overseas testing as specified in paragraph 3.4.2., above.

4.2.5. Implement quality assurance procedures to ensure the accuracy of the test battery for enlistment processing.

4.2.6. Report results of test irregularity investigations through the DMDC to the ASD(FM&P).

4.2.7. When approved by the ASD(FM&P), administer additional tests to determine qualifications for specific military occupations or assignments.

4.2.8. Provide the results of test irregularity investigations and quarterly



reports on both the DoD Enlistment and Student Testing Programs to the Manpower Accession Policy Working Group.

4.2.9. Print and distribute the initial supplies of test materials, counseling materials, and training aids (see paragraph 4.1.1., above) for use in the DoD Enlistment, Overseas, and Student Testing Programs.

4.2.10. Maintain sufficient stock of all materials required to administer the current ASVAB versions used in the DoD Enlistment, Overseas, and Student Testing Programs, to include reprinting (after review by the Manpower Accession Policy Working Group and approval by the ASD(FM&P)) of existing materials with or without slight modification (updating) and distribute the materials.

4.2.11. Print and distribute ASVAB promotional materials and novelty items for use in marketing the DoD Student Testing Program.

4.2.12. Provide operational test and item data as required by the DMDC.

4.2.13. Provide at each MEPS an ASVAB Educational Services specialist as the primary point-of-contact for the DoD Student Testing Program.

4.3. The Secretary of the Navy shall be responsible for R&D on CAT-ASVAB and Enhanced Computer Administered Tests (ECAT). The Navy Personnel Research and Development Center shall serve as the lead laboratory for CAT-ASVAB and ECAT R&D, in coordination with personnel research activities of the other Services and the DMDC. The Navy shall plan, program, budget, and finance CAT-ASVAB-related research.

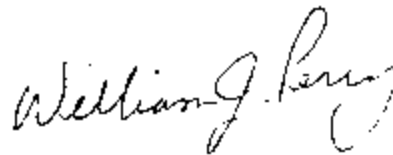
4.4. The Chair of the Manpower Accession Policy Steering Committee shall be a representative from the OASD(FM&P); the Committee shall be composed of Service general and/or flag officers from their respective offices of the Deputy Chiefs of Staff for Personnel and the Commander of the USMEPCOM, with the Director of the DMDC as a nonvoting member. The Steering Committee's main function shall be to provide policy recommendations on military personnel selection and classification processing issues to the ASD(FM&P). It shall meet when called at the request of one of its members and with concurrence of the majority.

4.5. The Chair of the Manpower Accession Policy Working Group shall be a representative from the OASD(FM&P); the Working Group shall provide technical support and policy recommendations to the Manpower Accession Policy Steering Committee and the ASD(FM&P). The Group's membership shall consist of

representatives of the ASD(FM&P), Assistant Secretary of Defense (Reserve Affairs), Service-testing policy staff officers, scientists representing each of the Service personnel research activities, DMDC, and USMEPCOM. The chair may request representation from other organizations to address specific agenda items. The Group's responsibilities shall be to resolve ongoing problems in military personnel selection and classification research and ASVAB development, implementation, and maintenance. It will also review all DoD Student Testing Program publications before submission to the ASD(FM&P) and subsequent printing and distribution. While the Group will be a joint activity, its members shall represent the positions of, and be responsible to, their individual Services or Agency. In this manner, the specific interests of each Service and the USMEPCOM can be discussed and considered. The Group shall meet quarterly or when called by the chair.

#### 5. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

A handwritten signature in dark ink, appearing to read "William J. Perry". The signature is fluid and cursive, with a large, stylized "P" at the end.

William J. Perry  
Deputy Secretary of Defense